



# Microsoft Quick Reference Guide 2.2 Gold Using the DMS Global

## Directory

This Quick Reference Guide describes how to find organizational addresses in the Defense Message System (DMS) Global Directory and how to store these addresses in your Personal Address Book (PAB) for future use.

The basic steps for finding an organizational address are:

- Access the DMS Global Directory
- “Walk” down the directory tree to find the recipient’s organization

The DMS Global Directory contains address information for all DMS users, including individuals and organizations. In addition, the Global Directory contains Mail List addresses (see page 3) and AUTODIN addresses (see page 4). All DMS users have access to the Global Directory. The Global Directory is accessed using a Directory Browser tool. Use the DMS Global Directory to find DMS organizational addresses and store them in your PAB.

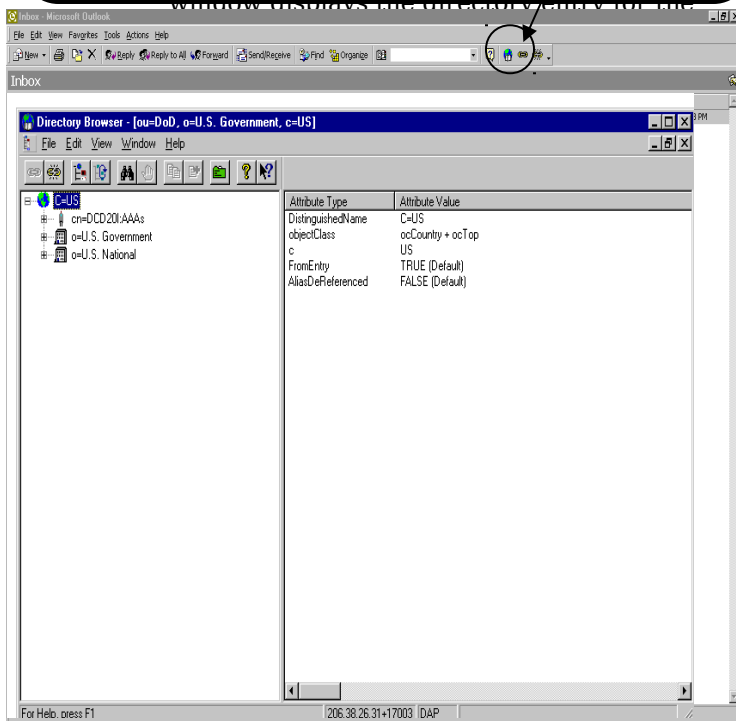
Your PAB contains DMS addresses stored from the Global Directory, non-DMS addresses you use for regular e-mail, and distribution lists you have

created to send a message to multiple recipients.

1 Only you have access to your PAB. Use your PAB to identify message recipients (To or Cc recipients).

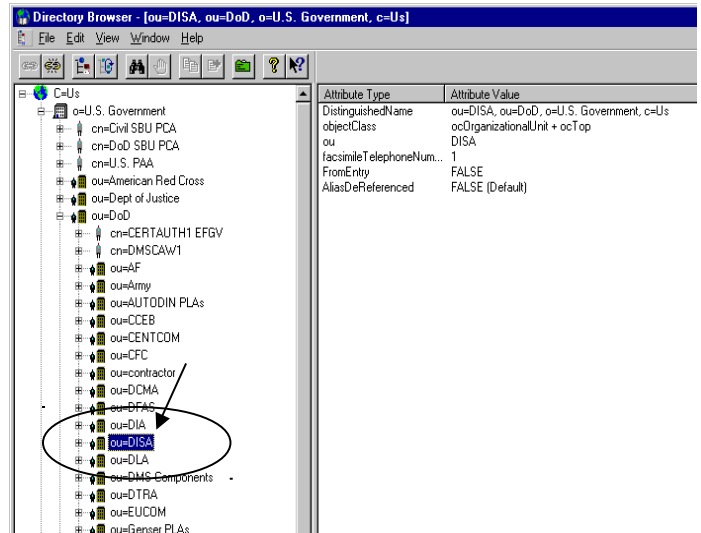
Open Microsoft Outlook. Click the Directory Browser icon to open the DMS Global Directory. The icon looks like a globe with a small book in front of it.

The Directory Browser window is divided into two parts. The left side of the window is the directory “tree”. The right side of the window displays the directory entry for the



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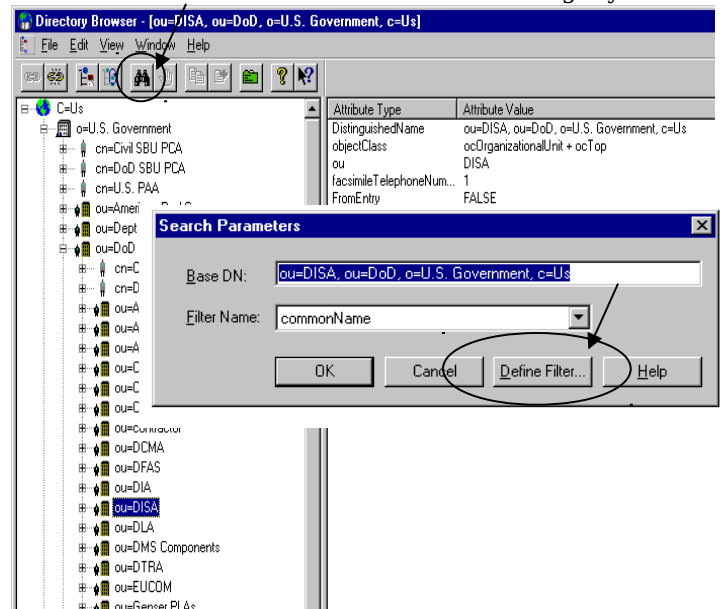
The first level of the Global Directory is C=Us. Double click the highlighted item on the left side of the window to display the next level of the Global Directory. Continue this process until you have moved down the Directory tree to at least level 4 (the Service/Agency level). In the example pictured below, there are directory tree levels for C=Us, o=U.S.



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When you reach the level where you expect to find your entry, perform an in-depth search for the exact organizational entry. Do not perform an in-depth search until you are at least at level 4 (the Service/Agency level) of the Global Directory. Click the binoculars icon to open the Search Parameters window.

Click the Define Filter button to begin your





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Click the arrow to the right of the "Attribute..." column and choose the value "ou" or "cn". Generally the value "ou" is reserved for organizational accounts and the value "cn" is representative of individual or specific accounts. The majority of accounts currently existing within the DMS directory are organizational (ou) accounts. Click the arrow to the right of the "Operator..." field and choose the value "Contains."

Enter the field of the organization or individual you wish to search in the

Search Parameters

Base DN:

Filter Name:

OK Cancel Define Filter... Help

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rch.

Define Search Filter

Name:

Scope: ☐ Base ☐ OneLevel ☒ Subtree

	Group	Attribute	Not	Operator	Value
1		ou	<input type="checkbox"/>	Contains	GSM

OR AND UnGroup All Check filter New Filter Item Delete

Filter:

OK Cancel Help

### Creating Personal Distribution Lists

☑ To create your own Personal Distribution List, return to MS Outlook and click the "New" button to start a new message. Then click the "To..." button in the message window. The "Select Names" window will appear. Click the "New" button at the lower left corner. From the "Select the entry" window, click the "Personal Distribution List" button and then click "OK". Enter the name of your distribution list in the "Name" field. Then click the "Add/Remove Members" button. Scroll down the address window on the left until you see the entry you want to add to your list. Highlight the entry by clicking on it, then click the "Members" button. Repeat this step for each name you want to add to your distribution list. When you are finished adding entries to the list, click the "OK" button. Click the "OK" button again on the next screen. Your Personal Distribution List has now been permanently stored in your PAB.

☑ To use a Personal Distribution List, click the "To..." or "Cc..." button to display your PAB. Search the PAB until you see the Personal Distribution List name. Then click the "To->" or "Cc->" button to add the Distribution List to your set of message recipients.

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When the search is completed, the directory tree will display all entries that meet your search conditions.

Scroll down the tree until you locate your entry. Add the entry to your Personal Address Book (PAB) by highlighting the entry and clicking the PAB icon on your tool bar. The PAB icon looks like a page with a "+" sign in the upper right corner.

Click Close

Directory Browser - [Search Results for: commonName]

File Edit View Window Help

Attribute Type Attribute Value

Attribute Type	Attribute Value
DistinguishedName	ou=DMS GSM(n), ou=DOD(n), ou=Dig Staff, ou=Organizations, ou=DISA, ou=DOD, ou=U.S. Government, c=US
objectClass	msplUseFortezza + msplUseSDNS + dnsSMTPUser + mhsUser + pCOOrganizationalUnit + ocOrganizationalUnit +
associatedPLA	plName=DISA DMS GSM WASHINGTON DC, ou=D, ou=Genset PLAs, ou=DOD, ou=U.S. Government, c=US
ou	DMS GSM(n)
preferredDelivery	(asn.1)0a0102
dnsOwningCountry	US
mhsDPAAddresses	/OU=dms gsm(n)/OU=DHQB4/D-PAT/ADMD=dms/C=us
mosaicMandSigCertif...	(asn.1)30020383082024+0202038308308308480165020101130f5b310b30096035504061302555311e
FromEntry	TRUE (Default)
AliasDefReferenced	FALSE (Default)

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To use the address you saved in your PAB, return to MS Outlook and click the "New" button to start a new message. Then click the "To..." button in the message window. The "Select Names" window will appear.

Select your PAB by clicking the arrow to the right of the "Show Names from the:" window until you see the selection "Personal Address Book." Scroll down the address window on the left until you see the address you saved. Highlight the address and click

Select Names

Show Names from the:

Type Name or Select from List:

Message Recipients

To -> Cc -> Bcc ->

AFESC Test  
AFESC Test(n)  
CERTAUTH001 (U-NCTAMS)  
CERTAUTH0029 (U-NCTS Di  
DMS ANALYST2 PAC(n)  
DMS ANALYST4 PAC(n)  
DMS GSM(n)  
DMS OPSDIR PAC(n)  
DMS TEST PAC(n)  
Hill Marvin I (n)

New... Properties Find... Send Options... OK Cancel Help



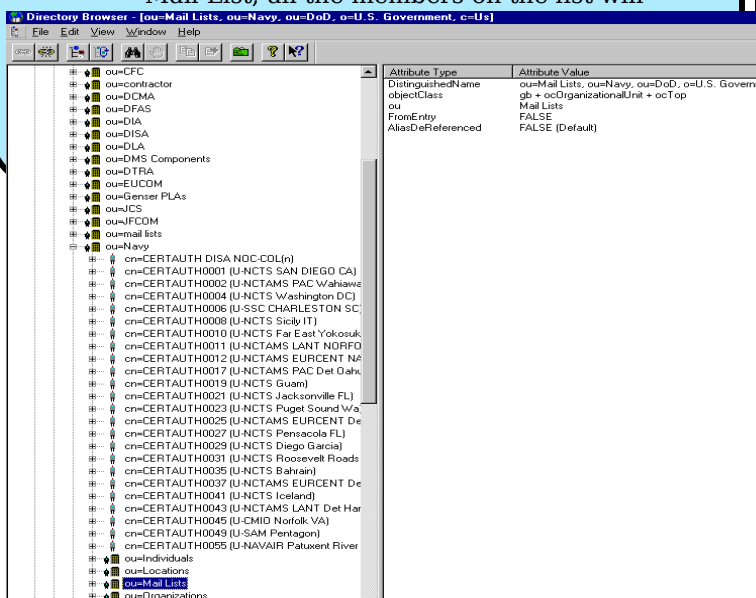
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## Finding a DMS Mail List

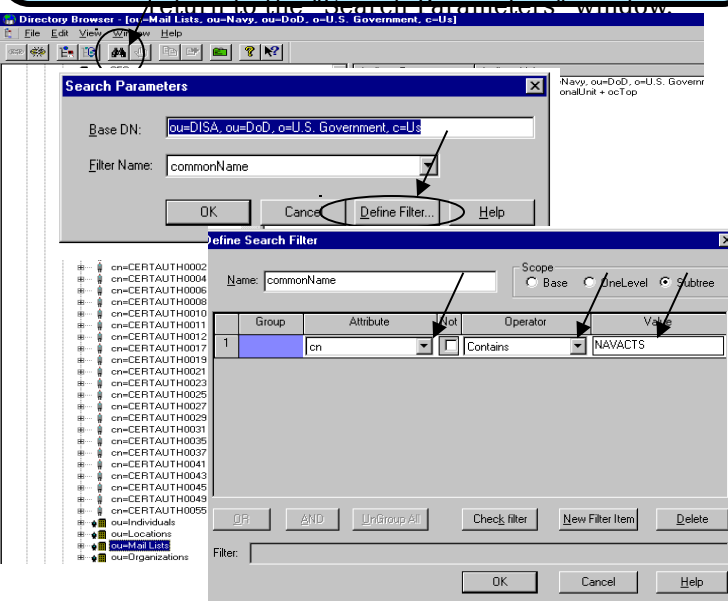
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Each Service has created Mail Lists. Each Mail List contains a group of organizational members. When you send a message to a Mail List, all the members on the list will



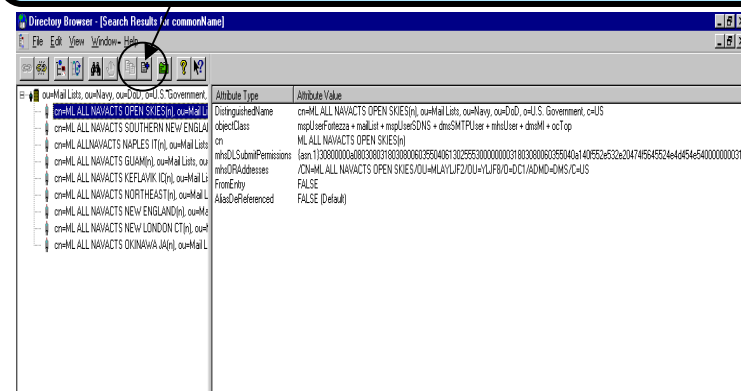
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Refine your search by clicking the binoculars icon. Click the "Define Filter" button. Enter the Search Filter information (pictured: "cn Contains NAVACTS"). Click the "OK" button to



3

Once the Mail List entry is found, add it to your PAB by highlighting the entry and clicking the PAB icon. Click Close



### Directory Tips

☑ If a DMS entry in the Global Directory has changed and you have stored the entry in your PAB, your PAB entry will not update automatically. You must update your PAB to reflect the change.

☑ You can send a single DMS message to both DMS and AUTODIN users. There is no need to send the same message twice.

☑ The DMS Global Directory contains thousands of entries. To ensure that your directory search does not time out, scroll down the directory tree at least four levels before refining your search.

☑ To add an address from a message that you have received into your PAB, open the message and click the Right mouse button on any of the addresses in the "To...", "From...", or "Cc..." lines. A menu will appear on your screen. Select *Add to Personal Address Book* using the Left mouse button. Repeat this step for all addresses you want to add to your PAB.

**Note:** The Department of Defense (DoD) has also created Mail Lists. To find a DoD Mail List, "walk down" the directory tree by double clicking the entries: C=Us, o=U.S. Government, ou=DoD. Then scroll down the DoD tree until you see the entry "ou=Mail Lists". Click "ou=Mail Lists" to highlight the entry. Perform steps 2 and 3 on this page to find the specific DoD Mail List you need and store it in your PAB.



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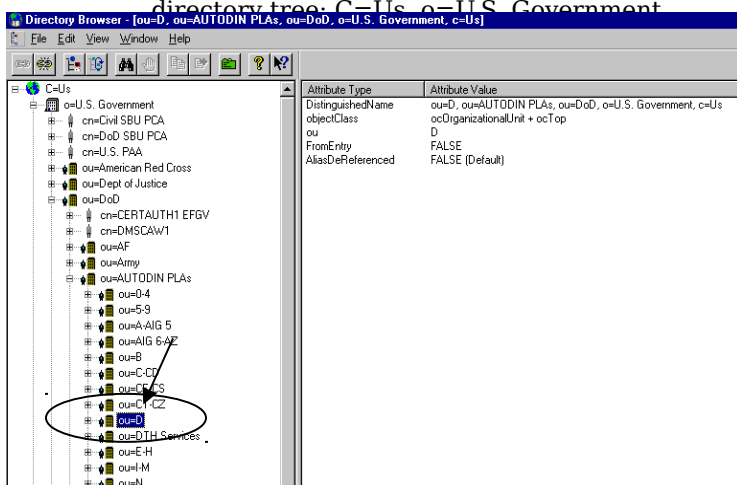
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#### Finding an AUTODIN Entry

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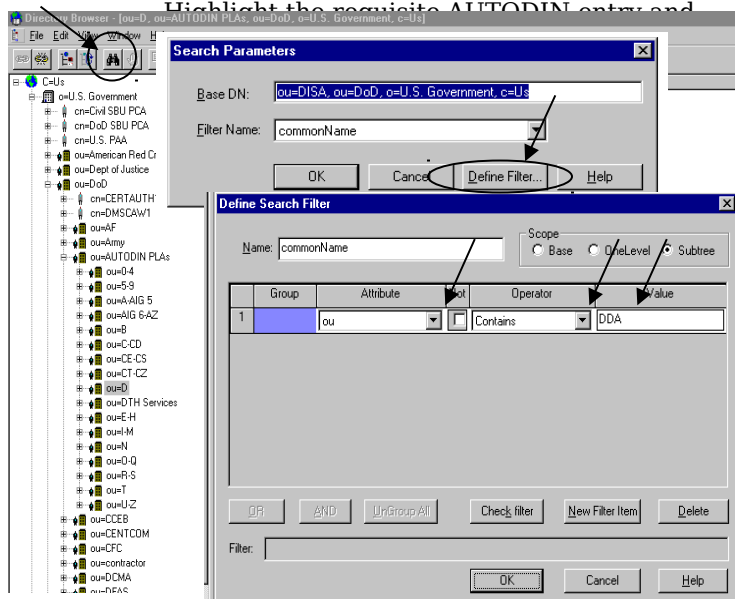
To assist the transition from the legacy AUTODIN message system to DMS, AUTODIN entries have been stored in the DMS Global Directory.

AUTODIN entries are stored alphabetically in the "AUTODIN PLAs" branch of the directory tree. To find an AUTODIN entry, access the DMS Global Directory and double click on the following branches of the DMS



2

Highlight the alphabetical listing where you expect to find your AUTODIN entry. Refine your search by clicking the binoculars icon. Click the "Define Filter" button. Enter the Search Filter information (pictured: "ou Contains DDA"). Click the "OK" button to return to the "Search Parameters" window. Click "OK" again to start the search.



#### Adding Office Codes to an AUTODIN Entry

Get in touch with your point of contact to obtain requisite Office Codes.

Click "Tools" on the menu bar on the top line of the MS Outlook window, and click "Address Book" to open your PAB. Scroll through the entries in your PAB to find the AUTODIN entry you want to edit, highlight the entry and click the "Properties" button. This will open the Address Properties window.

Click the "X.400-Address" tab at the top of the window to display the e-mail address. Move the cursor along the e-mail address using the arrow keys until you see the term "DDA:ACP-PLAD=" (DDA:ACP-PLAD=ALBANY is pictured).

To enter office codes, type four slashes (////) immediately after the PLANAME, followed by the first office code, then type two slashes (//) followed by the next office code. To add additional office codes type two slashes (//) and the next code. When you are finished, type four slashes (////). (Pictured: DDA:ACP-PLAD=DDAG ALBANY GA////oc1//oc2//oc3////)

Click "OK" when complete. Office codes have now been permanently added to the AUTODIN entry in your PAB.

Click Close

